FUNCTIONAL COORDINATING GROUP CHARTER
Engineering Data Management Systems

I. **AUTHORITY**: The Engineering Data Management Systems (EDMS) Functional Coordinating Group (FCG) is established by the U.S. Army Materiel Command (AMC) Acquisition Management Systems Review Committee (AMSRC).

A. The EDMS FCG will operate under the direct supervision of the Deputy Chief of Staff for Research, Development, and Engineering (DCSRDE) at Headquarters, AMC. The DCSRDE is the Army Engineering and Technical Data Business Process Manager. The DCSRDE will provide administrative support to the EDMS FCG.

B. Additional initiative information:
- HQ, DA Functional Proponent: SARDA
- HQ, AMC Functional Proponent: DCSRDE (AMCRD-IE)
- Functional Area: Research, Development, and Engineering
- Title: Engineering Data Management

II. **MISSION**: The mission of the EDMS FCG is to serve as the Army's Engineering and Technical Data Business Process Management Group (process owner) and functional proponent for automation support to the various engineering and technical data management processes. As such, the FCG will assure that all information system life cycle management functional process requirements are identified in order to successfully develop, field and maintain the various EDMS. (See AR 25-3, Army Life Cycle Management of Information Systems, 27 November 1989.) Specific responsibilities include, but are not limited to:

A. Develop, establish, evaluate, and standardize engineering data management functional processes.

B. Develop, evaluate and verify EDMS related system functional requirements.

C. Evaluate EDMS related system change requests (SCRs) and engineering change proposals (ECPs).

D. Assure that all EDMS SCRs/ECPs have an adequate economic analysis before approval for implementation.

E. Conduct in-process functional reviews of all EDMS supporting research, development, and engineering, and their support processes.

F. Investigate opportunities, including commercial, Department of Defense, and other Services systems for enhancement of AMC Standard EDMS functionality.

G. Study process, procedural, and functional problems and determine corrective actions for

AMC standard EDMS.

H. Identify areas where EDMS enhancement can provide significant improvement to Army readiness.

I. Initiate redesign or modification of AMC Standard EDMS.

J. Develop functional guidance for system design activities (central systems design activity or development contractor).

K. Review results of all functional testing of system changes and redesign products.

L. Provide functional assistance as necessary to EDMS users to ensure effective and efficient employment of AMC standard EDMS.

M. Identify interfaces with other standard and/or unique information systems.

N. Provide required information and briefings to the AMSRC.

O. Assure that EDMS training is available as required.

P. Review EDMS funding proposals/plans within HQ AMC, the MSCs, and research, development and engineering centers to provide oversight and recommendations.

III. **MEMBERSHIP**: The FCG will be comprised of personnel from Headquarters, AMC, the AMC Major Subordinate Commands (MSCs), Program Executive Officers (PEOs) or their supporting MSC, and independent project managers. The FCG Chair will be appointed by the AMC Principal Deputy for Acquisition.

A. EDMS FCG members must be knowledgeable of engineering and technical data management policy and procedures as outlined in various regulations, standards, pamphlets, and handbooks.

B. Each MSC and member PEO shall have one vote on FCG decisions. The FCG Chairman shall have a vote only in those cases where it is necessary to break a tie.

C. The FCG member should have the authority to speak for the respective MSC or activity commander, PEO, chief, or director, in matters regarding EDMS. The Project Manager for EDMS and the Systems Integration and Management Activity (SIMA) are included as advisory members to the FCG. The FCG membership list is at Appendix A.

IV. **REPORTING RESPONSIBILITIES**:

A. The FCG Chairman will transmit minutes of each EDMS FCG meeting to all EDMS FCG members, interested HQ AMC staff elements, and all AMSRC members.

B. The FCG Chairman will brief the AMSRC as frequently as requested by that body, but not less frequently than once per year. This briefing may be informational in nature, but may also request AMSRC approval of proposed actions.

C. Proposed actions needing immediate approval may be sent, at any time, through the DCSRDE to the AMSRC Chairman.

D. All EDMS FCG reporting to the AMSRC shall be coordinated with the Headquarters AMC DCSRDE AMSRC member.

E. Reports will be generally in accordance with formats shown in Appendix B. Reporting will be accomplished in the following areas:

- Meetings
- Status Reports
- Resources
- Other Requirements

V. **PROCEDURES**:

A. FCG procedures will be in accordance with AR 25-1 and AMC-P 15-1.

B. The FCG will provide status reports or briefing summaries to be included in read-ahead package sent out by the AMSRC Secretariat prior to scheduled AMSRC meetings.

C. The FCG will establish a plan, with milestones, for implementing the various current and future EDMS functional capabilities. Any difficulties which may arise in prioritizing the milestones will be provided to the AMSRC for resolution. After milestones are established, all slippage or adjustments will be reported to the AMSRC at the next regularly scheduled meeting after the need for adjustment is recognized.

VI. **EDMS DESCRIPTION**:

A. EDMS is that set of computerized management information systems and related efforts that provide a centralized source of information for technical data management and control actions and accomplishments within all of AMC. The systems provide consolidated and integrated processes to support AMC's acquisition, logistics and sustainment missions. Existing/legacy systems and efforts included in EDMS are:

- Configuration management and configuration status accounting systems such as the Technical Data/Configuration Management System (TD/CMS) and the Configuration Logistics Information Program (CLIP) and successor systems.

- Engineering data and documentation repositories such as the Digital Storage and Retrieval Engineering Data System (DSREDS) and the Joint Engineering Data Management Integrated Computer System (J-EDMICS) and successor systems.

- Functional proponent for computer aided design-engineering (CAD-E) to assure that CAD-E is utilized to improve the life cycle management of weapon systems.

- Next Generation of Engineering Data Management (NGEDM) Study and successor efforts (e.g., Engineering Data Management-2000) to establish strategic planning for Army engineering data management.

- Technical data package (TDP) management and certification tracking systems such as Data Management-Technical Loop (DM-TL) and TDP Tracker and successor or similar command-unique systems.

- Standardization and data management systems (to include statement of work and contract data requirements list generating systems) such as the Acquisition Streamlining Standardization Information System (ASSIST) and the Armament Research, Development and Engineering Center's (ARDEC's) Streamlined Acquisition Requirements Generator (SARGE) and successor or similar command-unique systems.

- Systems used to plan, execute and evaluate engineering projects, such as ARDEC's Program Integration Scheduling and Management System (PRISM).

- Concurrent engineering systems used to provide concurrency to the engineering process, such as ARDEC's Concurrent Engineering Actions System (CEAS), the U.S. Army Missile Command's Multi-User ECP Automated Review System (MEARS), and commercial EDM systems

- Commercial and Government systems for the storage and retrieval of engineering documentation not stored in DSREDS/EDMICS, such as ARDEC's Optical and Magnetic Disk Filing and Retrieval System (OMDFRS) and software configuration control and retrieval systems

- AMC's Technical Data Improvement Working Group (TDIWG) efforts to improve content and format of engineering and technical data will be incorporated into the FCG's functions.

B. The EDMS FCG will coordinate with other FCGs to ensure interoperability and avoid duplication of effort in development and operation. Duties of selected existing FCG's will be

assumed by the EDMS FCG, and the existing FCG will be disbanded.
The following AMSRC-chartered FCGs will be incorporated into the EDMS FCG.

- Technical Data/ Configuration Management FCG.
- Data Management-Technical Loop FCG.
- Computer Aided Design-Engineering FCG.
- Standardization Management FCG.

VII. **ADMINISTRATIVE INFORMATION**:

A. Effective date: This charter is effective upon approval.

B. Duration: The EDMS FCG is a continuous standing committee to assure maintenance and update of the EDMS. This charter will not expire until revoked. The charter will be reviewed and reaffirmed as required, but not less frequently than every three years.

C. Changes: Modifications to this charter made necessary by changing mission or responsibility assignments will be submitted to the AMSRC for approval.

THOMAS L. PRATHER, JR.D. L. GRIFFIN
Major General, USA Chairman, Acquisition Management
Deputy Chief of Staff Systems Review Committee
for Research, Development,
and Engineering

APPENDIX B
EDMS FCG REPORTING FORMAT

I. MEETINGS:

A. Date(s) on which FCG met.

B. Items discussed in the meeting(s), e.g.:

- Status of Current Issues
- Status of FCG objectives
- Decisions reached
- Recommendations for presentation to AMSRC

C. Date and location of next FCG meeting.

D. Proposed agenda items for future meetings.

II. STATUS REPORT:

A. Current objectives vs. original objectives.

B. Issues, situations, problems.

- Possible alternatives
- Recommendations to AMSRC
- Resolution

C. Identify doer of the work and the current tasks.

D. Status of milestones.

- Original milestone schedule compared to current status, projections, achievements, slippage, etc.
- Rationale or explanation for changes.

- Presentation of a "get-well plan" if necessary.

III. RESOURCES:

A. Original vs. current resources allocated to the project.

B. Status of resources allocated to the project.

C. Projected use of resources by fiscal year and type of money.

D. Overview of resources used to date (how, where, what).

E. Remaining work compared to available resources (possible consequences, trade-offs, etc.).

IV. OTHER REQUIREMENTS:

A. Economic Analysis completed for each project.

B. Changes in project parameters require an updated economic analysis.

C. The economic analysis on file must accurately reflect progress as planned or should be updated to reflect changes.